



Texas Department of Insurance
State Fire Marshal's Office, Mail Code 112-FM
333 Guadalupe • P. O. Box 149221, Austin, Texas 78714-9221

CIVILIAN WITNESS INTERVIEW FORM

Name: _____ DOB: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Employer: _____

Home Telephone #: (____) _____ Cell #: (____) _____

Work Telephone #: (____) _____

Is there another number where you may be contacted? (____) _____

NOTIFICATION AND ARRIVAL PHASE

1. How did you become aware of the fire?

What time was it? _____

2. Where were you when you first became aware of the fire?

3. How did you travel to the fire scene?

4. When you first arrived at the fire scene, what did you observe?

What time did you arrive? _____

5. Upon your arrival, did you see, smell, or hear anything that you would consider unusual at a fire scene? If so, please describe.

6. Did you arrive prior to the arrival of firefighters or fire apparatus?
(If **no**, skip to number 7.)

6A. If you arrived before firefighters and fire apparatus, what did you observe before the fire department arrived?

6B. When firefighters or fire apparatus arrived, what was the status of the fire? What time was it? _____

- ☐ No smoke showing
- ☐ Light smoke showing
- ☐ Heavy smoke showing
- ☐ Flames coming from one window or door
- ☐ Flames coming from multiple windows or doors
- ☐ Flames coming from the roof or through the walls
- ☐ Total building involvement
- ☐ Building collapsing
- ☐ Building totally collapsed and on fire.

Please describe your observations.

6C. When firefighters or fire apparatus arrived, what action was taken?

7. If firefighters or fire apparatus were already on the scene when you arrived, describe the status of the fire when you arrived.

- ☐ No smoke showing
- ☐ Light smoke showing
- ☐ Heavy smoke showing
- ☐ Flames coming from one window or door
- ☐ Flames coming from multiple windows or doors
- ☐ Flames coming from the roof or through the walls
- ☐ Total building involvement
- ☐ Building collapsing
- ☐ Building totally collapsed and on fire

Please describe your observations.

7A. What were firefighters doing when you arrived?

7B. How many fire apparatus did you observe when you arrived?

Where were they positioned?

FIRE DEVELOPMENT AND EXTINGUISHMENT

8. As you observed the fire scene, please describe how the fire got larger or smaller while you were there. Please describe any unusual events you saw, smell, or heard while you were on the scene. If you remember the times specific events occurred, please note them.

9. Did any additional fire apparatus, law enforcement vehicles, or ambulances arrive while you were on the scene? Please describe the sequence and times they arrived and describe the vehicle appearance if possible.

DEPARTURE AND POST-FIRE PHASE

10. Why did you leave the fire scene?

What time was it? _____

11. What was the status of the fire when you left the scene?

- ☐ No smoke showing
- ☐ Light smoke showing
- ☐ Heavy smoke showing
- ☐ Flames coming from one window or door
- ☐ Flames coming from multiple windows or doors
- ☐ Flames coming from the roof or through the walls
- ☐ Total building involvement
- ☐ Building collapsing
- ☐ Building totally collapsed and on fire
- ☐ Building allowed to burn out without extinguishment
- ☐ Fire partially extinguished
- ☐ Fire totally extinguished

Please describe your observations.

12. After you left the fire scene, where did you go?

13. Has any other information come to you regarding the fire after you left the scene? If so, what?

Who told you and when did you hear it?

14. Are there any other comments you wish to make?
15. Please draw a sketch on the back of this form showing the fire scene and where you stood as you observed the fire. If you moved to a different location or locations, please mark them as 1, 2, 3, etc.
16. Did you take any photographs or do you know who did?

Thank you for assistance. Someone may contact you for additional information. Please contact Lt. Brian Fine, State Fire Marshal's Office at (512) 417-7162 or your local police, sheriff, or fire department if you receive any additional information on this fire.

| |
|---|
| <i>Do Not Write Below This Line--Investigator Use Only</i> |
|---|

Interviewed by: _____ Agency: _____

Time/Date: _____

Follow-up Required? _____ Assigned to: _____